



**PUSAT PENGAJIAN SISWAZAH**  
**CENTRE FOR GRADUATE STUDIES**

**Permohonan Pengeluaran Transkrip Awal**  
**Application For Early Transcript**

**Arahan/ Instructions**

1. Sila isi borang ini dengan tepat dan lengkap/Please complete the form below.
2. Sila kemukakan dokumen salinan resit bayaran yuran graduasi RM100.00/Please submit a copy of the RM100 graduation fee receipt.
3. Bayaran hanya boleh dibuat di Unit Kewangan Pelajar atau di atas talian <https://payportal.unimas.my/epayment/>.  
Payment can only be made at the Student Finance Unit or via online at <https://payportal.unimas.my/epayment/>
4. Sila lampirkan borang penyelesaian hutang seperti di lampirkan.  
Please submit the Outstanding Fees form as attached.
5. Hantar borang yang telah lengkap ke alamat berikut :  
Submit the completed form to:

**Pengarah**  
**Pusat Pengajian Siswazah**  
**Universiti Malaysia Sarawak**  
**94300 Kota Samarahan**  
**u.p: Pusat Pengajian Siswazah**

**Director**  
**Centre for Graduate**  
**Universiti Malaysia Sarawak**  
**94300 Kota Samarahan**  
**u.p: Pusat Pengajian Siswazah**

**Untuk Diisi Oleh Pemohon/ To Be Completed By Applicant**

A. Maklumat Peribadi/ Personal Details	B. Maklumat Pengajian / Details of Studies
Nama/Name : _____	Program/Programme : _____
No.Matrik/Matric No : _____	Fakulti/Faculty : _____
No Kad Pengenalan/ Identification Card No : _____	Degree : _____
No Tel Bimbit/ HP No : _____	
Emel/Email : _____	
Alamat/ Postal Address : _____	

**Sila tanda (/) jika berkenaan/Please tick (/) where applicable**

C. Cara Serahan/ Method of Collection	Serahan Tangan/ By Hand	Pos/Mail	D. Kehadiran Konvokesyen / Convocation Attendance	Hadir/Attending	Tidak Hadir/Not Attending
<b>Terma dan Syarat/ Terms and Conditions</b>	<ol style="list-style-type: none"><li>1. Graduan telah menyelesaikan semua hutang dengan Universiti. Graduates have settled all outstanding university fees.</li><li>2. Permohonan tertakluk kepada kelulusan Senat. All applications are subjected to the Senate approval.</li><li>3. Transkrip akan diserahkan dalam tempoh 14 hari bekerja selepas kelulusan Pengarah. The academic transcripts can be collected within 14 working days after approval from Registrar.</li></ol>				
<div>Tandatangan/Signature _____ Tarikh/Date _____</div>					

**E. Pengesahan (Kegunaan Pejabat Sahaja) /  
Verification (For Office Use Only)**

<input type="checkbox"/> Disahkan layak bergraduasi oleh Senat/ Certified graduated by the Senate	Disahkan oleh/ Endorsed by:
<input type="checkbox"/> Semua hutang telah dijelaskan kepada Universiti/ No outstanding fees to the University	
_____ Timbalan Pendaftar / Deputy Registrar	_____ Pengarah / Director
_____ Tarikh/Date	_____ Tarikh/Date



**Penyelesaian Hutang Universiti**  
**Confirmation of Settlement**

**Arahan/ Instructions:**

1. Sila lengkapkan borang ini dengan mendapatkan pengesahan **TIADA HUTANG TERTUNGGAK** daripada Pusat Tanggungjawab berikut:  
*Please complete this form by obtaining confirmation of no outstanding fees from the respective centres below:*

<b>Pengesahan/ Verification</b>	<b>Tandatangan &amp; Cop PTJ/ Signature &amp; stamp</b> <b>No resit (sekiranya ada)/ Receipt No (If applicable)</b>
<b>Yuran Universiti (Unit Kewangan Pelajar) /</b> <b>University Tuition Fees (Student Finance Unit)</b>	
<b>Kolej Kediaman (Unit Penginapan Pelajar)/</b> <b>Residential College (Student Accommodation Unit)</b>	
<b>Bahagian Keselamatan/ Security Division</b>	
<b>Pusat Khidmat Maklumat &amp; Akademik (PKMA)/</b> <b>Centre for Academic Information Services (CAIS)</b>	
<b>Pusat Sukan/ Sport Centre</b>	
<b>Bahagian Hal Ehwal Pelajar/ Student Affairs and</b> <b>Alumni Division</b>	

\_\_\_\_\_  
Tandatangan/ Signature

Nama/ Name:

No. Matrik/ Matric No:

Tarikh/ Date